

MAINTENANCE SUPERVISOR

DEFINITION:

Under direction of the Deputy Director of Public Works, supervises, schedules and coordinates the maintenance operations and personnel assigned in the repair maintenance of streets, storm drains, parks or street landscape; performs related administrative tasks in the operation of assigned work unit; performs other related work as required.

CLASS CHARACTERISTICS:

An incumbent in this classification may be distinguished from an incumbent in the next lower classification in that the Maintenance Supervisor provides oversight and is responsible for directing personnel assigned to the maintenance of streets, parks, street medians, and storm drains. Incumbent is also responsible for ensuring that day-to-day maintenance activities are in conformance with generally accepted principles, standards, laws and regulations governing the maintenance department. As a supervisor, incumbent independently directs and reviews the work of assigned staff.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Supervise, schedule, and coordinate the personnel assigned to the repair and maintenance activities of streets, sidewalks, catch basins, storm drains, parks, and street landscapes.
2. Responsible for contract administration and inspection.
3. Train and evaluate the performance of assigned personnel, including preparing and presenting formal performance evaluation to subordinate employees.
4. Assist in the preparation and administration of the departmental budget and budget estimates.
5. Inspect assigned area of responsibility for deficiencies and recommend corrective actions; set work priorities.
6. Prepare work schedules for lead workers and oversee projects.
7. Coordinate work with other departments.
8. Inspect work in progress and upon completion; inspect tools and equipment for proper use and care.
9. Main Primary liaison (and listed on the Agency Certificate as such) with the Department of Agriculture representing the City of Morgan Hill under the California State Department of Agriculture Permit for Pesticide/Herbicide applications. In this

Maintenance Supervisor Job Description – Maintenance Supervisor

role, be responsible for specific reporting responsibilities, and any on-going issues.

10. Supervise the installation of safety devices and instruct in safety practices.
11. Prepare progress and other reports; maintain records as required.
12. Investigate and resolve complaints received from the public and other City staff.
13. Keep time reports and payroll records.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. Methods, materials, tools, and equipment used in the maintenance of public facilities including streets, parks and street landscape.
2. Work safety practices and procedures.
3. Purposes and uses of a variety of heavy equipment, power tools and hand tools.
4. Municipal accounting and budgetary systems.
5. Principles and techniques of effective supervision and performance evaluation.
6. Safety practices, principles, and procedures for pesticide, herbicide and insecticide applications.
7. Practices and techniques of landscape maintenance.
8. The California Traffic Manual codes and procedures.

Skill in:

1. Estimating costs; developing and implementing budgets; carrying out work programs, and supervising and directing day-to-day operations.
2. Supervising, training and evaluating assigned staff, including the preparation and presentation of employee performance evaluations.
3. Reading plans and specifications and interpreting them to others.

4. Preparing reports and maintaining records.
5. Intermediate level personal computer operation.
6. Plan and schedule work effectively.
7. Establish and maintain effective work relationships with City staff and the general public.
8. Evaluate operations for effectiveness and efficiency; recommend appropriate changes for improvement.
9. Communicate effectively, orally and in writing.
10. Apply herbicides, insecticides, and pesticides safely and effectively.

JOB REQUIREMENTS:

1. Graduation from high school or the equivalent.
2. Completion of at least ten units in accredited courses pertaining to Public Works Maintenance and/or Personnel Supervision.
3. Possession of a valid California Class A driver's permit in conformance with adopted City driving standards required within six months from date of hire and possession of a California Class A driver's license within one year from date of hire.
4. Four years of experience, with a minimum of two years in a lead worker or supervisory capacity, in work involving Public Works equipment operation and Public Works related construction and streets and parks maintenance functions.
5. Possession of a valid California State Pest Control Applicator's Certificate within one year of date of hire.
6. Work extended hours as required and to respond from home to the Public Works Corporation Yard within 30 minutes when on stand-by or in an emergency.
7. Respond to emergencies on a 24-hour stand-by basis.
8. Pass a Spirometry Test prior to hire.
9. Wear a Respirator.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Various digging, cutting, and compaction tools
2. Two-way radio
4. Automobile
5. Back hoe, loader, and scraper
6. Pager
7. Keys to City locks
8. Chain saws
9. High pressure flushing machine
10. Respirators

PHYSICAL DEMANDS:

1. Walking
2. Driving
3. Mobility
4. Speaking/hearing
5. Pushing/pulling
6. Stooping/bending/kneeling
7. Seeing
8. Standing
9. Climbing
10. Lifting between 50 and 80 lbs.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Office Conditions:

1. Indoors: normal office conditions, 15% of the time
2. Travel: varying conditions, 85% of the time
3. Noise level: conducive to office setting
4. Lighting: conducive to office setting
5. Flooring: low level carpeting
6. Ventilation: provided by central air conditioning
7. Dust: normal, indoor levels

Field Conditions:

1. Outdoors: varying outdoor weather conditions
2. Noise level: low to high equipment noises
3. Flooring: grass, gravel, rock, dirt, wet surfaces, etc.
4. Hazards: use of various digging, cutting, and compaction tools
Exposure to herbicides, insecticides, and pesticides
Exposure to paints and solvents